## Attachment D

Public Notification and Hearing Requirements Template

**Directions:** Please provide a brief description of how the district has met each requirement as outlined below. Provide evidence or artifacts that each requirement has been met. Examples of evidence can include but are not limited to parent/guardian notification letters translated into the district’s primary languages, flyers announcing the hearing, sign in sheets, links to the page on the district website where the notification was posted, and the like.

| **Requirement within Commissioner’s Regulation §100.19(c)** | **How has the district met this requirement? Please provide a brief description.** | **List of evidence attached to this form for each requirement.** |
| --- | --- | --- |
| The initial meeting or hearing must be held no later than 30 calendar days following the designation of the school.  Subsequent annual hearings shall be held within 30 calendar days of the first day of student attendance in September of each school year that the school remains identified as Struggling or Persistently Struggling. |  |  |
| At least ten calendar days prior to the meeting or hearing, the school district must provide written notice of the meeting time and location to parents or guardians of students attending the identified school.  Notice must be posted on a school district website, in schools and school district offices, published in local newspapers or other local publications, and/or included in district mailings and distributions. The district must notify the news media and post the information in one or more public locations at least 72 hours before such hearing. |  |  |

| **Requirement within Commissioner’s Regulation §100.19(c)** | **How has the district met this requirement? Please provide a brief description.** | **List of evidence attached to this form for each requirement.** |
| --- | --- | --- |
| In order to maximize opportunities for the participation of the public and parents of, or persons in parental relation to, students attending the school, the public meeting or hearing shall be held at the school building in the evening hours or on Saturday, to the extent practicable. |  |  |
| The district is required to provide translators at the public meeting, as well as translations of the written notice into languages most commonly spoken in the school district and when appropriate, into the recipient’s native language or mode of communication.  The district must provide members of the public who are not able to attend such public hearing with the opportunity to provide written comments and feedback in writing and/or electronically. |  |  |